



Residential Plan Review Check List

Building Inspections Department
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The following information must be included with all residential permit applications:

- ☐ Completed permit application
- ☐ Two copies of plans and specifications drawn to scale with sufficient clarity and detailed dimensions to show the nature and character of work to be performed
- ☐ If the construction is being performed by the owner, a signed affidavit is required
- ☐ A completed Land Disturbance permit application where land disturbance exceeds 10,000 square feet
- ☐ A copy of the zoning permit issued from the Zoning Office
- ☐ A copy of the health permit issued by the Health Department
- ☐ A copy of the well log (applicable for new dwellings only)

Construction Document Specifications:

BASEMENT AND FOUNDATION PLAN

1. This plan must show necessary dimensions of basement or foundation layout and show all thickness and location of walls.
2. Indicate footings and size, include rebar, etc.
3. For masonry fireplaces, show footing size, depth and locations.
4. Show size and spacing for piers.
5. Indicate size and materials of any beams or girders used.
6. Indicate joists direction, type, size and locations. Provide two copies of engineered wood product (floor, roof, beams, LVL) plans provided by the supplier.
7. Show height of backfill on basement walls.
8. Show all window and vent sizes, and locations.
9. Show all door sizes and locations; access door for crawl space.
10. Show foundations and framing for exterior decks or porches; this includes the following information: Size of joist, band (doubled), height of guardrail, size of posts, footings, indicate that all wood will be pressure treated or equal, galvanized nails, picket spacing (less than 4" between pickets), detail the method the deck is to be attached to house.
11. Show location of crawl space vents.

FLOOR PLANS

1. The plans must have all necessary dimensions for laying out rooms, halls and stairs, and each area must be labeled as to use.
2. Show all windows and door sizes and types of windows-single pane, thermo pane, etc., show U values of windows and doors.
3. Indicate size and material of any structural beams and headers.
4. Indicate joist or truss direction, size and spacing. Provide two copies of engineered roof truss plans
5. Locate fireplaces showing flue size, fireplace opening and hearth.
6. Show steps, width, number, rise and run, handrails, guardrails, and railing heights.
7. Show location and size of access to attic areas and all enclosed areas.
8. Locate the smoke detectors.
9. Show location of the electric meter and electric panel box.
10. Show location of the furnace or air-handling unit.
11. Show location of the compressor for air-conditioning and/or heat pump.
12. Show location of the hot water heater.

WALL SECTIONS

1. A wall section is required for each different type of construction.
2. Size of footings and depth below grade.
3. Show drain tile and pipe.
4. Size of foundation wall, show waterproofing and parging of basement walls.
5. Anchor bolt or strap size and spacing.
6. Framing member sizing, material, and spacing.
7. Sub-floor and finished floor size and material.
8. All exterior coverings, sizes and materials.
9. Plans must clearly identify the method of compliance with the **wind bracing** and **tall unsupported** wall provisions of the IRC.
10. Roof slope(s).
11. Insulation resistance factors:

R-_____ Floors	R-_____ Walls
R-_____ Ceiling	R-_____ Attic
R-_____ Crawl Spaces	R-_____ Slab
12. Indicate heated or unheated basement, indicate finished or unfinished basement. Show required egress from basement.
13. Show size of bedroom windows in regard to emergency egress and openings and locations.
14. Show location of attic vents and square footage.

ELEVATIONS

1. Exterior elevations must show the grade line: front, left, and right elevations.
2. Show locations of windows, doors and access panel to crawl space.
3. Indicate roof slope(s).
4. Show steps, landings, and height and spacing of guardrails and handrails.
5. Show chimney location with height above roof line.

ELECTRICAL PLANS

1. Show electric amperage service.
2. Show outside receptacle locations.
3. Note that all electrical work shall conform to the Uniform Statewide Building Code (USBC) and the International Residential Code.

PLUMBING PLANS

1. Show location of outside water hydrants.
2. Show location of floor drains.
3. Note that all plumbing work shall conform to USBC and International Residential Code.
4. Indicate location of septic and well.

MECHANICAL PLANS

1. Show location of oil or gas tanks where applicable.
2. Show duct layout, size of ducts, type and size of heating and cooling units, show duct insulation.
3. Note that all mechanical work shall conform to the USBC and International Residential Code.

Engineering

Engineering is required for special construction features not covered by the prescriptive requirements of the USBC/IRC.

I have reviewed the list above and hereby verify that the plans I am submitting include the required Construction Document Specifications.

Building permit applicant

Date